

United States Office of Personnel Management

Rider Information

June 2004 List of Upcoming OPM Publications

Merit System Principles Wallet Card

The Office of Personnel Management is offering a reprint of The Merit System Principles Wallet Card. The Card is a credit card sized durable plastic card listing the adapted language of all nine Merit System Principles and twelve Prohibited Personnel Practices printed in two colors. This is a quick reference tool that can be used as a handout or as a mailer to promote Merit System Principles awareness. For example, agencies may find it helpful to distribute the wallet cards as part of employee orientation, Merit System Principles training, management development, or supervisory training programs. The wallet cards cost approximately \$0.10 each.

Inquiries: *Human Capital Leadership and Merit System Accountability, Wanda Baez (202) 606-1861.*

Staffing Notices Envelopes

The Office of Personnel Management is offering Brown Kraft envelopes used for mailing USA Staffing notices. These envelopes are suitable for mailing any of the notices the USA Staffing automated system produces. The envelope provides a window for applicants mailing information and a window for the servicing office return address. The brown kraft envelopes cost approximately \$0.10 each.

Inquiries: *Human Resources Products and Services, Marvin Middleton, (202) 606-3284.*

Federal Career Service and Retirement Certificates

The U.S. Office of Personnel Management is offering Federal Career Service and Retirement Certificates for agencies use through the Government Printing Office. Intended to be used with career service and retirement emblems, the certificates will be available in two sizes: 203 x 254 mm and 216 x 279 mm (8" x 10" and 8 ½" x 11") to accommodate either a folder or frame, as requested by agencies.

Certificates for 5, 10, and 15-years of service will be embossed in bronze; 20 and 25-year certificates will be embossed in silver, 30, 35, 40, 45, and 50-year certificates will be gold embossed. For agencies that are unfamiliar with these certificates, a sample copy may be obtained by calling OPM's Human Capital Leadership Merit Systems and Accountability Outreach Office, (202) 606-8017.

Agencies may obtain these certificates by riding OPM's printing requisitions. (Note: Each certificate has a different item number.) These certificates are not stocked by the Government Printing Office, so riding OPM's printing requisitions is the only way to obtain copies. Attached to this Rider Info is an order

form which is to be submitted along with the agency's rider requisition to GPO.

In placing orders, agencies are encouraged to anticipate their need over a 12- month period and order accordingly. The previous printing cost was approximately \$12.50 per 50 copies.

Inquiries: *Human Capital Leadership Merit Systems Accountability Outreach (202) 606-8017.*

Ordering, Cost Estimate and Distribution Information

Departments and agencies may order the publications listed in this issue by riding the OPM printing items indicated below. Field and regional offices should submit their requirements to their department or agency Washington, DC, area headquarters printing officer before the cutoff date shown.

Agencies may estimate cost by using the information given in the description of each publication. PLEASE NOTE: OPM cannot provide agencies with the exact cost of the individual publications listed in this flyer. The cost agencies will pay is an actual production cost which varies greatly, depending upon the various specifications of the publication, especially the quantity. Individual unit cost can vary significantly, usually decreasing as the total quantity printed increases. Since we are unable to estimate the total number of copies that agencies will order accurate estimates are nearly impossible to gauge.

OPM regrets this inconvenience; however, your agency headquarters-printing officer may be able to assist you.

Some of the publications listed may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402; however, the most economical way of obtaining bulk quantities is to ride OPM's printing requisition(s). Agencies may order a bulk supply from GPO and make their own distribution to component offices or have GPO make the distribution (distribution list should be attached to the Standard Form 1 showing the number of copies to be sent to each address).

NOTE: Field or regional activities should coordinate their requirements with their Washington, DC, area headquarters printing office before submitting any paperwork.

PLEASE NOTE: Refer to the item number and title when ordering these publications. Please substitute the item number in the requisition number on the SF-1.

FY 04	Publication Title	ID Number	Refer To Edition Date	Requisition (SF-1) To GPO By
1296	Merit System Principles Wallet Cards	MSE-02-01	5/2002	7/30/2004
1318	Staffing Notices Envelopes			7/30/2004
Federal Career Service and Retirement Certificates				
1319	Federal Career Service Certificates Size 8" X 10"	(5-Yr.)	WPS-101	7/30/2004
1320	(10-Yr.)	WPS-102	7/30/2004
1321	(15-Yr.)	WPS-103	7/30/2004
1322	(20-Yr.)	WPS-104	7/30/2004
1323	(25-Yr.)	WPS-105	7/30/2004
1324	(30-Yr.)	WPS-106	7/30/2004
1325	(35-Yr.)	WPS-107	7/30/2004
1326	(40-Yr.)	WPS-108	7/30/2004
1327	(45-Yr.)	WPS-109	7/30/2004
1328	(50-Yr.)	WPS-110	7/30/2004
1329	Federal Career Service Certificates Size 8 1/2 " 11"	Blank years to be filled in	WPS-111A	7/30/2004
1330	(5-Yr.)	WPS-101A	7/30/2004
1331	(10-Yr.)	WPS-102A	7/30/2004
1332	(15-Yr.)	WPS-103A	7/30/2004
1333	(20-Yr.)	WPS-104A	7/30/2004
1334	(25-Yr.)	WPS-105A	7/30/2004
1335	(30-Yr.)	WPS-106A	7/30/2004
1336	(35-Yr.)	WPS-107A	7/30/2004
1337	(40-Yr.)	WPS-108A	7/30/2004
1338	(45-Yr.)	WPS-109A	7/30/2004
1339	(50-Yr.)	WPS-110A	7/30/2004
1340	Retirement Certificates	Blank years to be filled in	WPS-111A	7/30/2004

Any additional information on the publications listed in this issue may be obtained from the sources listed under inquiries following each listing. If you have any questions or suggestions regarding Rider Information, please call (202) 606-1844.

OPM Federal Career Service and Retirement Certificates

(June 2004 Rider Info Attachment)

Please fill out the following form to order various quantities of the titles listed below and attach it to your agencies SF-1, Requisition for Printing and Binding. Only one requisition number is necessary per request if this form is used. One delivery address is recommended; additional addresses may be attached to this form.

Agency _____

REQ# _____ B.A.C. _____

Credit Card # _____ Exp. Date _____

<i>Item Nos.</i>	<i>Certificate Titles</i>	<i>Quantity of each</i>	
		<i>8" X 10"</i>	<i>8 ½" X 11"</i>
1319/1330	5-Year (bronze)		
1320/1331	10-Year "		
1321/1332	15-Year "		
1322/1333	20-Year (silver)		
1323/1334	25-Year "		
1324/1335	30-Year (gold)		
1325/1336	35-Year "		
1326/1337	40-Year "		
1327/1338	45-Year "		
1328/1339	50-Year "		
1329/1340	Retirement		

Deliver To: _____

